

Example of an underpayment of wages letter

TBC Plc
21 Market Street
Bradford
BF12 9BT
2nd August 2017

Dear Mr Jones,

I am writing to you because I am concerned that I have not received my correct pay.

As you know, I am employed by you as a Registered Nurse (RN) on a full time basis, but I work various shift patterns. I believe I have been underpaid by a total of £528 as a result of incorrect rates of pay.

I have checked my June payslip and previous shift pattern. On May 1-4, 8-11, 15-18 and 25-28 2017, I was on night duty from 8pm-7am. I should have been paid £18.00 an hour. My June payslip shows that I have been paid £14.00 an hour for each of these date and not the normal nightly rate of £18.00 an hour. I have enclosed a copy of my payslip for your reference.

As a result of the underpayment I have also incurred an overdraft bank charge of £20. I went over my overdraft limit on the 1st July (please see the enclosed proof). Taking the total underpayment to **£548**.

I am aware of the following guidance from the Royal College of Nursing (RCN) www.rcn.org.uk/get-help/rcn-advice/underpayment-of-wages. I understand that mistakes can happen but I am now in financial difficulty. I hope we can resolve this as soon as possible without any further action.

Please could you respond to my claim and remedy this within a reasonable time. I wish to be paid the outstanding money owed to me within **5 working days** of this letter.

I look forward to hearing from you.

A Brown 07412 564 5322
14 Grange Lane.